



# Consultant Networking Event

Common Project Pitfalls  
for Consultants and Contractors

-or-

How to make us love you!

## **Today's Presenter:**

Stephen G. Bunyard, AIA Architect EAS

7 years in private practice

11 years in DSD as Team Leader, Plan reviewer,  
Code Consistency Coordinator for IBC

With EAS since February 2009



## **EAS Project Managers as of October 2010**

Stephen G. Bunyard, AIA Architect

Bonnie Fish, Project Manager

Walt Kinsler, RLA

Randy Montello, Architect

Greg Neilson, Project Manager

Francisco Padilla, PE

Allan Smolko, PE

Ruth Spear, PE





## Today's topics

- DSD – I'm not scared, why should you be??
- CM at Risk pitfalls – Making it work best
- Pay request Etiquette – Fiscal Faux Pas
- Project Closeout – Putting in those final nails
- EAS processes – Time keeps on slippin'...



# I'm not scared of DSD, why should you be??



## •Site Plan approval process

- It's the first step in the regulatory process and the last one before a permit can be issued.
- Don't forget Final Site Plan submittal. It is even required when a City Department is taking responsibility for compliance.

## •Plan review

- City project must comply with all codes and ordinances. There is no separate standard.
- Understanding the separate reviews of the various plans, i.e. Civil, Landscape, Building safety.
- Published turn around times are estimates. Be sure that adequate time is built into your schedule for review of comments by ALL of your consultants, not just your office.

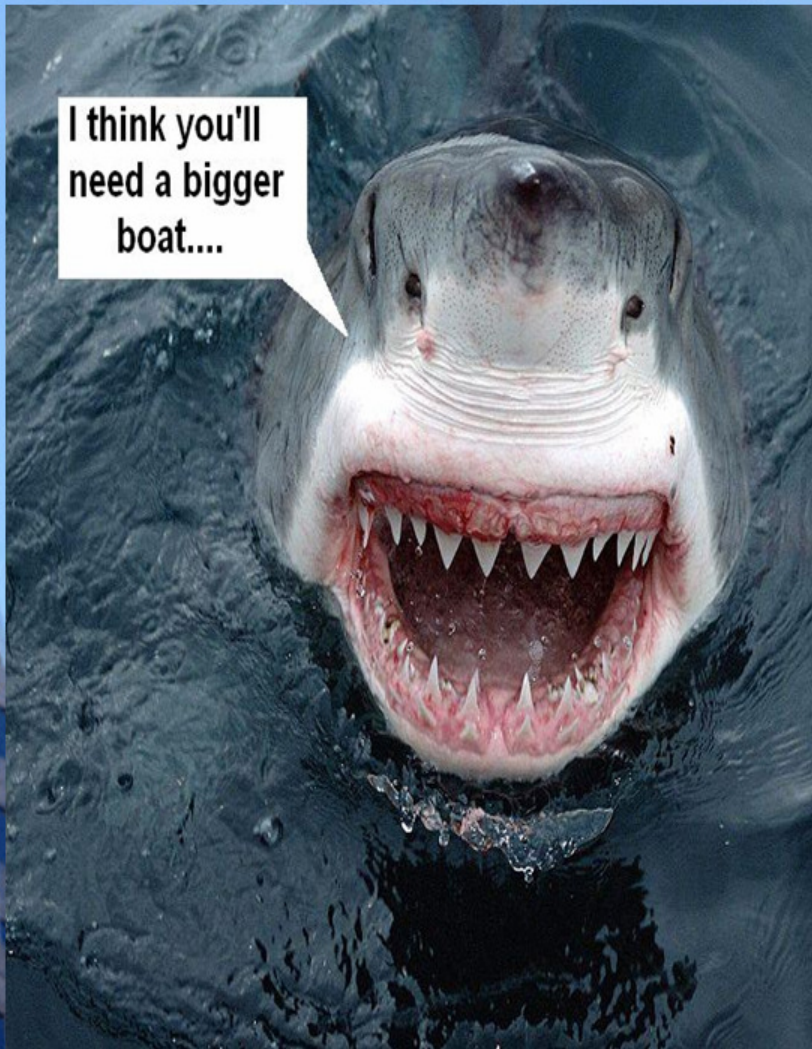
## •“My plans are perfect!!”

- Take it from me, they aren't. Always count on a correction cycle. When you submit the corrections, include a response letter.





# I'm not scared of DSD, why should you be??



## •Be nice.

- It's ok to disagree with the reviewer in a professional manner over a comment.
- Take advantage of second opinions from plan review Code Consistency Coordinators for the various disciplines.
- You want the reviewers on your side.

## •Plan review Follow-up

- Be proactive in following up on the status. Don't rely on us to check for you.

## •My "Miracle Skills" are limited

- Please don't ask us to get favors from DSD. We cannot go to the well too often and need to save our miracles for when we really need it.
- Let's start with doing it in the standard fashion.





# CM at Risk Pitfalls



## •Buildability / Constructability analysis

- Don't Rush it.
- Poor review of the details and components of the construction set are time bombs.
- RFI's late into a project about poorly detailed components = surprise expenditures = an increase in my blood pressure.
- Don't be afraid of dialoging about it. Avoid "We'll work it out later". We do not want to be designing late in construction.

## •Coordination of Components

- Lack of relating As-Built information (components they've installed) to other components yet to be installed and not informing the team on the implications of the changed information. This may cause problems in construction.

## •Contractor's Contingency

- Take the time to layout what the percentage is based on actually, not just "Industry Standard".
- Want to avoid inflated contingency amounts.
- Discuss up front about how we're going to utilize it. Approval for use vs. At the contractor's discretion.
- Not for fixing substandard installations.





# Pay request Math



## •Common Pay Request Errors

- Submit the wrong form. Ask us for the latest form for every project. They do change periodically.
- Double check your math. I will. If it's wrong, I will have to call you and get a new copy = slower approval.
- Be sure to include the full contract number that includes the letter prefixes, i.e. CC00125345. Our fiscal section has to look them up if they are not on there and I would have to hand write on the pay app as well. These little items compound and slow the approval process.
- Don't backdate your signatures. Everything is time stamped when it arrives.
- Send one copy for Design and two copies for Construction. Must be original signatures and have all the back up.
- Construction pay requests must include EOD goal sheets, conditional and unconditional waivers, and if using funds in escrow in lieu of retention, the bank statement with the amount of securities.





# Project Closeout – Putting in those final nails



- **As-builts**

- Scans of redlines or CAD drawings???
- Don't delay.

- **O & M manuals**

- Work on them as you go. The Design Professional should review them before they are submitted to us.

- **Substantial Completion**

- Need all City inspector green tags and sign offs. If a new building, we'd expect Final Certificate of Occupancy.

- **Final Pay requests - Construction**

- 60 days to process
- Need as-builts, close out documents, Substantial Completion, all CO processed and included, all spare fixtures/attic stock and final lien waiver. Typically spelled out in the contract.



# Time keeps on slippin' into the future



## •EAS processes take some time

- NTPs issued after proposals are reviewed by project managers and contract specialists.
- For JOC construction NTPs we will also need to get a statement of readiness processed that shows the Client Department has the funds to let a contract. This goes to the Client Department and to Budget and research.
- GMPs require review by contract specialists, project manager, Client Department, and Law Department, and may require action from the City Council. It is not an overnight process.
- Change Orders are prepared by the PM and reviewed by the Client Department, Fiscal, Budget and Research and by the Acting City Engineer.





# QUESTIONS?

